



Arizona State Board of Pharmacy

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APPLICATION INSTRUCTIONS FOR PHARMACIST LICENSURE BY FULL EXAM OR SCORE TRANSFER

To apply for an Arizona pharmacist license you must have the following qualifications: You must be a **graduate** of an **accredited pharmacist degree program**. If you are a graduate of a **foreign university**, you must submit a copy of your **FPGEC certificate**. You **must** also be a **US citizen** or a **legal resident with permission to work** in the **United States** and must meet **all current US immigration policies**. **Foreign graduates** who are here on a **student visa must check with the Board before submitting your application!**

Complete the online application on our website at www.azpharmacy.gov. This is the preferred method to expedite the process. The application can be found by clicking on the right hand side of the home Locate the section **"License/Permit Online Services"**. This will pop open a second page. From there, click on "begin a new application or renewal" and scroll down until you find the pharmacist section of the page. Click on Apply by **Full Exam** if you need to take **both the NAPLEX and MPJE** exams for licensure and follow the instructions online.

Select Apply by **Score Transfer** if you have score transferred your NAPLEX exam score to Arizona. **NOTE: Transferred NAPLEX scores are valid for 1 year only from the date of testing.** If your NAPLEX score has expired please contact the Board.

If you have applied online and feel that there may have been a processing error, please contact the board **before** trying to re-apply online. For those applicants applying online, you will be required to pay by credit card to complete the application process. Please be sure to include your phone number with area code and your e-mail address, if you have one. If your mailing address is different from your residence, please be sure to provide that information. When you have successfully completed the online application process, please print the receipt.

If you are having difficulty applying online you also may apply by mail. To apply down load the **AZ Pharmacist Application by Exam** form found under the **forms section** of our home page. Be sure to complete all of the required information. **Your application will be returned to you if it is not complete!** When mailing in your completed application, please be sure you include **the \$50 application fee**. We will accept a check, money order, or bank draft. **Please do not send cash in the mail!** Be sure to **include your social security number and sign and date the paper application.**

Note: paper applications must be hand entered and require additional processing time!

Other requirements for licensure:

1. A **PHOTOCOPY** of your **US birth certificate, US passport or permanent resident (green card)**. If you do not have one of these documents please contact the licensing coordinator prior to application! **Reminder--** You must be a **US citizen or US resident legally able to work in the United States** under current US immigration policies.

DO NOT SEND ORIGINAL DOCUMENTS – THEY WILL NOT BE RETURNED!

2. **An official finalized college transcript SENT DIRECTLY** from the college of pharmacy from which you graduated. Because this must be received by this board in order to complete your application, please be sure to request the **FINAL TRANSCRIPT** to avoid delays. (A certified letter from the registrar stating you have graduated is acceptable until a finalized transcript is available). **You must have an official transcript on file before your license can be issued.**

NOTE: If you are a graduate of a foreign college or university, the following replaces the transcript: A copy of your FPGE certificate (Foreign Pharmacy Graduate Examination Certificate).

3. **1500 intern training hours**. To receive credit for out-of-state intern training hours, request that a letter of verification of your hours from the Board of Pharmacy or the school in the state in which you earned your intern hours be sent to the Arizona State Board of Pharmacy. Verifications from the school must be on school letterhead and signed by the Dean.
4. **Character Voucher**. A printable copy is available online under the **FORMS** section on the left side of the home page. It is listed under **other forms!** You may have any pharmacist you have worked with sign this form.
5. **Proof of any name change** (i.e.: a notarized copy of a marriage license, divorce decree, court documents legally granting a name change.)
6. **Register for the NAPLEX and MPJE exams**. The NAPLEX and MPJE are computer-adaptive examinations administered by approved NABP testing centers. **Remember you must be registered with NABP to be marked eligible to test!** To register and pay fees online for the NAPLEX, MPJE and Score Transfer please go to **www.nabp.net** and follow the instructions.

Once your application has been **processed** by the Board, you will receive a letter indicating your **application status and a copy of the Arizona Pharmacy Act Rules and Statutes**. You will not be eligible to test until **ALL ITEMS** have been **received** and **verified**.

7. You have **1 year to complete licensure from the date we receive your application**. Score transfer applicants must complete licensure prior to the 1 year expiration of your NAPLEX score.

If you have any questions, please call:

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